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*Rec'd
Staff Dir
B02268
Cable Sec
3-5-75*

Chief, Procurement Division/OL

Attention:

12 February 1962

CIA Records Administration Officer

*sent to: [redacted]
1-40 Str Eye by hand 2/13/62*

Procurement of Electric Shelf Files for Cable Secretariat

1. In response to my telephone conversation today, with this memorandum states my position on the procurement of Electric Shelf Files for the Cable Secretariat. I believe that the procurement of this equipment should be by the bid process wherein each manufacture is given an opportunity to contract for the equipment needed. There are three manufactures on Government Schedule and one who isn't, but who pioneered the field, has the most use experience, (about two years) and the largest single installation to date.

2. We have investigated the use of this type equipment rather thoroughly both here and in New York City. In Washington the experience both in quantity and in time in use is limited to a few small installations made by Diebold and Remington Rand. In New York City the experience covers a two year time span with over 225 units made by Supreme Steel Equipment Company. I have seen several of these installations and was most impressed by the one at the Chase Manhattan Bank because of the appearance and durability of the units and the expressed satisfaction of the Bank Officials. Prior to making their installation, the Chase Manhattan Bank had the Arthur D. Little Company (Management Engineering Consultants) test the equipment for them. In addition to these three manufactures Wheeldecker and Simple Products, Inc., also sells an Electrical Shelf File unit.

3. Regardless of who ultimately supplies this equipment the following features must be met by the manufacturer. These requirements are in addition to the more detailed construction and mechanical features supplied with the original request.

a. A capacity of 1900 filing inches must be provided in no more than 2 units of equipment because of limited floor space.

b. Units must be constructed to permit access to all electrical components from the front.

c. A unit with a portable type power pack is desirable to permit immediate repair.

4. I will be glad to furnish additional information at any time.

Distribution:

Orig & 1 - addressee

1 - Cable Secretariat

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